Aerial Lift Policy

GENERAL

The UNCW Environmental Health & Safety Department (EH&S) is authorized by UNCW Policy 05.600 to develop and manage comprehensive environmental, health and safety programs. Additionally, they are tasked to identify and address regulatory requirements. In that spirit, this Aerial Lift Policy has been developed to protect employees by ensuring that all employees understand the Aerial Lift Policy before employees perform servicing and maintenance activities. This policy is intended to meet the Occupational Safety and Health Requirements for General Industry outlined in 29 CFR 1910.67 and 1910.68.

SCOPE

This policy applies to all university employees regardless of status or type of employment. It may be used as minimum guidelines for contractors and/or vendors that are expected to maintain their own safety program. Examples of aerial platform lifts include one-man lifts, scissor lifts, boom trucks, cherry pickers, (etc.).

APPLICATION

This written policy outlines responsibilities, training and program requirements with regard to the Aerial Lift Policy.

RESPONSIBILITIES

UNCW EH&S will provide training and technical support to departments and employees when questions or concerns arise with regard to Aerial Lift safety. Each Department shall be responsible for the implementation of the Aerial Lift Program procedures. Employees shall have training in understanding the significance of implementing the procedures. Employees will use the Aerial Lift Program when working in conditions where there is a danger of injury because of potential hazards associated with Aerial Lifts.

Upon the purchase of an aerial platform lift, the department shall:

1. Ensure that the operating and maintenance manuals have been received.

2. Acquire repair and parts manuals within 60 days of acquisition.

3. Provide the manufacturer of the lift with the name and address of the university department along with the model and serial number of the lift.

4. Perform an annual inspection on the lift prior to placing the unit in service.

5. Place a copy of the operating and maintenance manuals in a pouch or compartment on the lift.

6. Have all employee operators of the lift review the operating manual, fill out and sign the form titled "Operating Manual Acknowledgment Form" (see Appendix A) and return it to his/her supervisor for documentation.

Maintenance, Inspection and Repair

1. *Maintenance*: The department responsible for each aerial platform lift shall arrange for maintenance that is appropriate for their lift. The department shall establish a preventive maintenance program based on the manufacturer's recommendations, the environment it is to be used in and the frequency at which it is to be used.

2. *Inspection*: The department shall ensure that pre-start inspections, frequent inspections and annual inspections are being performed on the lift.

3. *Repair*: When safety related items have been discovered, the lift shall be placed out of service until the item(s) has been repaired. All replacement parts or components that are replaced shall be identical to or equivalent to the original parts based on information provided by the manufacturer or supplier.

TRAINING

Each department is responsible for arranging the training of all authorized users of the lift through the UNCW EH&S Department. No personnel shall operate or ride on an aerial platform lift if they have not been trained. Retraining shall occur every two (2) years.

All operators and users of aerial platform lifts shall attend an aerial lift training session sponsored by the EH&S Department. The contents of the training shall include the following:

1. Purpose and use of manuals.
2. Pre-start inspection process.
3. Identification of malfunctions and problems.
4. Factors affecting stability.
5. Purpose of placards and decals.
6. Workplace inspections.
7. Safety rules and regulations; including required PPE.
8. Authorization to operate.
9. Operator warnings and instructions.
10. Operation of the aerial platform.
11. Demonstrate competency.

PROGRAM REQUIREMENTS

General Requirements

To ensure safe practices, the following general procedure is used when an authorized user uses an aerial platform lift:

1. Obtain any necessary authorization to use the lift.
2. Check the last pre-start inspection for any comments or notes.
3. Perform a pre-start inspection on the lift, document the inspection and place it in the reserved storage location on the lift.
4. Perform a workplace inspection in the area that the lift will be used.
5. Extend and adjust the outriggers, stabilizers, extendible axles or other stability enhancing means.
6. Ensure that the guardrails are installed and are in place.
7. Ensure that the load being placed on the lift is within the rated capacity of the lift.
8. Test the controls of the lift.

Because the user has direct control over the application and operation of aerial platform lifts, conformance with good safety practices in this area is the responsibility of the user and the operating personnel. Decisions on the use and operation of the lift shall be made with the understanding that the platform will be carrying personnel whose safety is dependent on those decisions. Users and operators of aerial platform lifts have responsibilities involving the following:

Manuals

Users of aerial platform lifts must review and acknowledge that they have reviewed the operating manuals for all lifts that they use. Documentation of this shall be established by having the employee review and sign the form titled "Operating Manual Acknowledgement Form (see Appendix A). The user is expected to know and understand the following about the lift he/she operates prior to initial operation of the lift:

1. The operation of the lift.
2. All control features of the lift.
3. All placard warnings.
4. All safety devices on the lift.
5. Where to locate the user manual.
6. Who can operate or use the platform lift.

If the user does not understand any of the above, they shall consult with UNCW EH&S prior to using the lift.

Inspections

The inspection process is a critical step in preventing aerial lift accidents that are caused from faulty or worn out equipment. Aerial platform lifts that are not in proper operating condition shall be removed from service until the problems have been corrected by an authorized and trained maintenance technician.

Pre-Start Inspections

Before each day's use or at the beginning of each shift that the aerial platform lift is used it shall be given a pre-start inspection which is a visual inspection and functional test that includes the following criteria:

1. Operating and emergency controls.
2. Safety devices.
3. Personal protective devices.
4. Air, hydraulic and fuel system leaks.
5. Cables and wiring harness.
6. Loose or missing parts.
7. Tires and wheels.
8. Placards, warnings, control markings and operating manual(s).
9. Outriggers, stabilizers and other structures.
10. Guardrail system.
11. Other items specified by manufacturer.

Frequent Inspections

Any time an aerial platform lift has not been used for a period of 3 months or more (or after the lift has been purchased) a frequent inspection shall be performed by a qualified person and shall include the following:

1. All functions and their controls for speed(s) smoothness, and limits of motion.
2. Lower controls including the provisions for overriding of upper controls.
3. All chain and cable mechanisms for adjustment wear or damaged parts.
4. All emergency and safety devices.
5. Lubrication of all moving parts, inspection of filter element(s), hydraulic oil, engine oil and coolant as specified by the manufacturer.
6. Visual inspection of structural components and other critical components such as fasteners, pins, shafts and locking devices.
7. Placard, warnings and control markings.
8. Additional items specified by the manufacturer.

Annual Inspections

An annual inspection shall be performed on each aerial platform lift each year. The inspection shall be performed by a qualified mechanic who is authorized to perform maintenance duties on the lift. The inspection shall include all items specified by the manufacturer for an annual inspection.

Workplace Inspections

Before an aerial platform lift is used and during its use, the operator shall check the area in which the aerial platform lift is to be used for possible hazards such as, but not limited to:

1. Drop-offs or holes.
2. Slopes.
3. Bumps and floor obstructions.
4. Debris.
5. Overhead obstructions and high voltage conductors.
6. Hazardous locations and atmospheres.
7. Inadequate surface and support to withstand all load forces imposed by the aerial platform lift.
8. Wind and weather conditions.
9. Presence of unauthorized people.
10. Other possible unsafe conditions.

Platform Qualifications

Specifications for platforms

A. The following criteria shall be met to be an approved platform on a lift:

    1. Platform width shall be not less than 18 inches and shall have a slip resistant surface.

    2. The platform shall have a guardrail system around its periphery. It is removable or can be lowered. The means used to secure it in the normal operating position shall be readily accessible for inspection and maintenance.

    3. The guardrail system shall include a top rail that is between 39 and 45 inches high, a mid rail that is approximately half-way from the platform to the top rail, and a toe board that is at least 4 inches high.

B. When to use personal fall protection

    When operating articulating, or boom type lifts that are equipped with lanyard tie off points, the use of fall protection equipment is required. If special circumstances exist that encourage the operator to use fall protection on vertical aerial platform lifts, they must tie off to a proper tie off point that is not attached to or part of the aerial platform lift itself.

Markings and Decals

In addition to any other markings or decals that are placed on the lift by the manufacturer, the following information shall be displayed on all aerial platform lifts in a clearly visible, accessible area and in a durable manner:

1. The make, model, serial number and manufacturer's name and address.
2. The rated workload, including rated number of occupants.
3. The maximum platform height.

APPENDIX A

Operating Manual Acknowledgement Form

By signing this document I am certifying that I have received a copy of the operations manual for the aerial platform lift shown below. Upon training and authorization by my department, I am expected to operate this lift. I understand that it is my responsibility to review and understand the safe operation of this aerial platform lift based on the training I receive and the manufacturer's recommendations. I understand that if, at any time, I have any questions regarding the information found in the user's manual I can contact UNCW EH&S, my supervisor or the manufacturer to obtain my answers.

Aerial Lift Make_____ Aerial Lift Model _____

Name (print) _____ Department _____

User/Operator's name (sign) _____ Date _____

APPENDIX B

Aerial Platform Lift Pre-start Inspection (2 Pages)

The pre-start inspection shall be performed prior to each day's or shift's use of the aerial platform lift by an authorized and trained user of the lift. Documentation of the inspection shall be maintained by each department, with a copy of the most recent inspection document stored on the lift.

Check off the items that have been inspected or mark the N/A box if the item does not apply to the lift being inspected. Place any comments in the space provided below. If there are any of these items that are not satisfactory place the lift out of service until the item is corrected.

Department lift belongs to: _____

Make of lift: _____ Model of lift: _____ Serial #: _____

Inspector's Name _____ Date of Inspection _____

Item Inspected	OK	Not OK	N/A
Brake(s)			
Operating Controls			
Emergency Controls			
Safety Devices			
Electrical System			
Pneumatic System			
Hydraulic System			
Battery			
Cable			
Wiring Harness			
Loose/ Missing Parts (nuts, bolts, pins)			
Tires & Wheels			
Placards & Warnings			
Operational Manual			
Outriggers			
Guardrail system & Locking Gate			
PPE			
Boom			
Basket			
Flashing, Light, Beeper, Horn			

Comments:

_____

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Inspector's Signature _____ Date _____

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